

TAB

30 September 1954

STATINTL

OFFICE OF PERSONNEL MEMORANDUM [REDACTED]

SUBJECT: Use of Form No. 70-104, Priority Tag, and the Office of Personnel Special Handling Flag

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1. Notice [REDACTED] dated 3 September 1954, establishes the use of Form No. 70-104, Priority Tag, to aid in expediting the routing of documents and other correspondence whenever other than routine handling is required. Use of this form within the Office of Personnel will be governed by the following considerations:

a. Division and Staff Chiefs are primarily responsible for determining the manner in which Form No. 70-104 is to be used in their respective areas of jurisdiction. In order to prevent the value of Form No. 70-104 from being negated by misuse, special care will be taken by each Division and Staff Chief to insure criteria which they set forth concerning use of the form are strictly adhered to by personnel whom they designate to use the form.

b. As a guide to general Office of Personnel use of Form No. 70-104, the following criteria are suggested:

(1) Priority tags should be attached only to material which requires decidedly greater care than routine handling and requires definite priority over generally processed material within a Division or Staff.

(2) Use of priority tags should be applied only to material which relates to general responsibilities of a Division or Staff; not to material relating to branch or section requirements unless definite justification exists for such usage.

(3) Careful surveillance should be maintained at an appropriate level of each Division or Staff to insure that priority tags are affixed only to a small percentage

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of the total number of projects, actions, correspondence, etc., thereby preserving the value of "priority" flagging.

2. In addition to Form No. 70-105, Priority Tag, the Office of Personnel uses a 5 x 3 inch "Special Handling" tag which is attached only to materials requiring the highest priority and consideration. Authority to use "Special Handling" tags will be restricted to the Office of the Assistant Director for Personnel (OAD/P). Divisions and Staffs will not affix "Special Handling" tags to any material unless so directed by OAD/P. Divisions and Staffs receiving projects, actions, correspondence, etc., which are flagged "Special Handling" will grant such matters precedence over all other matters being processed by the Division or Staff concerned.

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George E. Melcon
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for Personnel